

CaER Management Review ISO9000 Implementation Plan and Status

1/10/2000

Caroline Wang

Agenda

- Major Events and Schedule
- CaER ISO9000 Work Instructions and Center Directives Status
- Internal Audit Preparation
- Action items

Major events and schedule

- Jan. 24-28, 1999 -----MSFC Internal Audit (new scope)
- March 6-8, 2000 ---NQA Surveillance Audit (old scope)
- August, 2000---NQA Pre-assessment audit for new scope
- November, 2000---NQA Registration audit for new scope

Organization Work Instruction Status - as of 12/15/99

Org	OWI's Required	Completed	In-work
AD	40	18	22
CD	49	49	0
ED	228	226	2
FD	32	31	1
LS	1	1	0
MP	20	14	6
OS	1	1	0
PS	16	16	0
QS	78	78	0
RS	29	0	29
SD01	3	3	0
SD10	13	12	1
SD20	2	1	1
SD40	16	13	3
SD50	6	0	6
SD70	3	3	0
TD	17	1	16
VS	3	3	0
XP	21	4	17
Totals	578	474	104

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* - No report last meeting - 12/15/99

MSFC Directives Status - as of 01/04/00

Org	# of Directives	To be Deleted	Approved	Still working	In Final Review	% Complete Last Week	% Complete This Week
AD	41	7	22	9	2	46 %	54 %
CD	16	0	14	2	0	75 %	88 %
DA	1	0	1	0	0	100 %	100 %
ED	2	0	0	2	0	0 %	0 %
FD	0	0	0	0	0	N/A	N/A
LS	0	0	0	0	0	N/A	N/A
MP	0	0	0	0	0	N/A	N/A
OS	0	0	0	0	0	N/A	N/A
PS	0	0	0	0	0	N/A	N/A
QS	24	0	12	11	0	29 %	50 %
RS	2	0	0	2	0	0 %	0 %
SD	1	0	0	1	0	0 %	0 %
TD	1	0	0	1	0	N/A	0 %
VS	1	0	1	0	0	100 %	100 %
XP	0	0	0	0	0	N/A	N/A
Totals	88	7	40	33	8	45 %	56 %

Two unfinished CD directives

- MPG1100.1 MSFC Organization Manual
 - OPR/CD10/Sue Payne,
 - Status/DCB Approved, need final copy
- MWI 1380.2 Center Public Exhibits Policy
 - OPR/CD70/John Dumoulin,
 - has been revised to MPG 1380.2, Center Public Exhibits and Process
 - Reviewed by CaER, and will be resubmit to DCB.

Internal Audit Preparation

- Individual
 - Work on CaER ISO9000 Check List
 - Know how to use the MSFC ISO web site and CaER ISO web site
 - Ensure that everyone can open the web file
 - Review OWIs
- Organization
 - Training records, Quality records, safety meeting records

Final training schedule before internal audit

- Jan. 14 at 4200/rm.211
 - 8:30 to 10:00, CD01,02,03
 - 10:00 to 11:30, CD10, CD20
 - 12:30 to 2:00, CD40, CD50
 - 2:00 to 3:30, CD60
- Jan. 18 at 4666,
 - 2:00 to 4:00, CD30

Action items

- Review CaER ISO check list before final training
- Ensure records are collected
 - Training records (at minimum for new or new transferred employees within last year)
 - suggest to use MSFC form 4333, or equivalent
 - Quality records (described within OWI)
 - Safety meeting records
- Ensure PC works for ISO web site